



# USAID | AFGHANISTAN

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**Solicitations open to:** Afghan Nationals Only  
**Position Title:** Project Management Specialist (Agribusiness)  
**Type of vacancy:** Multiple Positions  
**Opening date:** August 20, 2014  
**Closing date:** September 04, 2014  
**Vacancy announcement #:** USAID/306/14/70/OAG  
**Work Hours:** 40 hours (Full time)  
**Position Grade:** FSN-10

USAID/Afghanistan is seeking qualified Afghan nationals to fill multiple vacancies for Project Management Specialists (Agribusiness) in the Office of Agriculture (OAG).

## **BASIC FUNCTION OF THE POSITION:**

The Project Management Specialist (Agribusiness) serves under the supervision of the Agribusiness Team Leader in the Office of Agriculture (OAG) USAID – Afghanistan. The incumbent will assist the team leader in managing and providing technical guidance on USAID agribusiness and/or agricultural finance portfolio including: agricultural credit, agribusiness value chains development, agricultural production and process financing, agricultural associations and cooperative development, and agricultural trade and marketing. The incumbent is to provide technical advice and leadership in the conceptualization, development, design, administration, and monitoring of OAG's agribusiness development portfolio and represent the Mission at mid-to-high level interagency meetings.

## **MAJOR DUTIES AND RESPONSIBILITIES**

The Project Management Specialist (Agribusiness) will manage, and eventually assume Contracting Officer Representative/Agreement Officer Representative (COR/AOR) responsibilities for a set of selected OAG's agribusiness activities, including Agricultural Credit Enhancement (ACE) program. The ACE program was established to provide technical assistance to the Ministry of Agriculture, Irrigation, and Livestock (MAIL) to manage the \$100 million funded Agricultural Development Fund (ADF) agricultural lending activities.

In his/her capacity, the incumbent will represent USAID/OAG in meetings, presentations, and other dialogues with the Government of Islamic Republic of Afghanistan (GIROA) other United States Government (USG) agencies, international organizations and other donors. The incumbent will establish and maintain mid-to-high level contact with Regional Government officials, international organizations, and other USG representatives in the region.

The Project Management Specialist (Agribusiness) will manage and provide technical guidance on USAID's portfolio of agribusiness development activities, including: negotiating work priorities; expediting activity implementation matters; identifying and resolving program issues; monitoring development activities to ensure they are carried out in a technically-sound, timely, and cost-effective manner; assuring that activities are carried out in accordance with all applicable Mission and Agency directives and requirements. Perform a mentoring role in providing technical advice and recommendations to USAID's partners regarding the design and implementation of agribusiness development activities planned or being carried out in Afghanistan. The incumbent will ensure the effectiveness of program implementation through monitoring via site visits and review of technical reports.

The Project Management Specialist (Agribusiness) will provide planning, analysis, evaluation and technical advice and recommendations to the USAID Office of Agriculture on the design, management, and implementation of projects focusing on agribusiness development. Tracks and regularly reports on progress toward achieving the goals of the USAID agribusiness development programs. Participates in the reporting for the Mission Performance Plan; Annual Reports; Congressional Notifications; and other strategic planning and reporting documentation for Afghanistan.

The Project Management Specialist (Agribusiness) will continuously gather and report on information about the agribusiness development situation for a variety of audiences including USAID/Washington, United States Department of Agriculture (USDA), US State Department and other USG organizations, US Congress, and for general public information. He/she will also prepare and issue necessary internal USAID program implementation documentation for smooth program implementation, including Action Memos, acquisitions, and technical directives and required reporting; and will assist with the preparation and submittal of the annual evaluation of contractors' performance as required. The incumbent will manage all assigned work either independently or if/when required, as member of a team, according to applicable USAID rules and regulations, and established Mission's policies, and/or practices. The incumbent may participate in the gathering of information for baseline and annual statistics on the progress of the applicable development programs. Other aspect of monitoring and evaluation may be required as well.

#### **QUALIFICATIONS/EVALUATION CRITERIA:**

**Education:** Bachelor's degree in agriculture and/or agricultural economics or relevant field is required. Master's degree in the relevant field is desirable.

**Prior Work Experience:** At least five years of progressive, relevant experience in agriculture, agribusiness, and/or marketing is required.

**Language Proficiency:** Level IV (Fluent) speaking/reading English and Level IV (Fluent speaking/reading Dari or Pashto is required.

**Job Knowledge:** Strong knowledge of GIRoAs agriculture policies and programs. Strong knowledge of agriculture issues, analytic planning, evaluation, data dissemination techniques, and policy analysis and development is required.

**Skills and Abilities:** Ability to plan, implement and monitor project activities by applying proven management principles. Ability to prepare written reports and statistical tables and to use standard computer programs: word processing, spread sheet, and presentation software. Ability to handle sensitive issues diplomatically and to inspire confidence in GIRoA, contractors, communities, and other stakeholders. Skills to negotiate sensitive and complex issues through initiative, imagination, resourcefulness and diplomacy.

#### **HOW TO APPLY**

Applicants are required to submit a complete application package which must include all required documents to [afpakjobs@usaid.gov](mailto:afpakjobs@usaid.gov) and [AfUSAIDJobs@state.gov](mailto:AfUSAIDJobs@state.gov) with a **Subject line: Project Management Specialist (OAG 1470)**

**ANY/ALL** application submissions after the closing date of **September 04, 2014** will not be considered.

#### **REQUIRED DOCUMENTS:**

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**
2. **Universal Application for Employment (UAE) as a Locally Employed Staff (DS-174)**  
[http://kabul.usembassy.gov/job\\_opportunities2.html](http://kabul.usembassy.gov/job_opportunities2.html)  
<http://www.state.gov/documents/organization/136408.pdf> and/or
3. **A current resume or curriculum vitae that provides the same information found on the UAE;**

**(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.**

#### **Note:**

- Ø Only Short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø **Female applicants are strongly encouraged to apply.**

ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY